CCARDColorado

Commercial Card Manual

Sample Citi Monthly Delinquency Invoice for Individual Joint/Several Past-due Account

Monthly Delinquency Invoice



CLIENT Inc Invoice							
Name1	Account Num No	Metrics	120 Day Past Due	110 Day Past Due	180 Day Past Due	180+ Day Past Due	Invoice Amount Due for 120+
GREG H SMITH	0000000000000		814.12	0	0	0	814.12
CHRIS P HARRIS	00000000000000		322.79	0	0	0	322.79
KELLY DOE	0000000000000		3.88	0	0	0	3.88

All payments are due within **thirty (30) calendar days** following Citibank's delivery of this report.

All payments must include references to the payment amount allocated to each individual cardholder account number.

All payments must be sent to Citibank as follows:

- If by Mail: Citibank Corporate Card, P.O. Box 183071 Columbus, OH 43218-3071
- ➤ If by Overnight Courier: Payments Department, 1500 Boltonfield Street, Columbus, OH 43228
- ➢ If by Bank Wire Transfer: Citibank Corporate Card, ABA Routing Number 091409571